

State of California
DUTY STATEMENT

MSH3002 (Rev. 9/26/16)

Department of State Hospitals

Box reserved for Personnel Section

| | | | | |
|--|---------------------------|--|---------------------------------|----------------------|
| | | RPA Control No.# | C&P Analyst Approval | Date |
| Employee Name | | Division DSH – Metropolitan State Hospital | | |
| Position No / Agency-Unit-Class-Serial 487- | | Unit | | |
| Class Title Psychiatric Technician (Forensic Facility) | | Location | | |
| SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | CBID R18 | WORK WEEK GROUP 2 | PAY DIFFERENTIAL | WORKING HOURS |

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The Psychiatric Technician works under general supervision and, in addition to their custody responsibilities, provide a basic level of general behavioral and psychiatric nursing care and are expected through their attitude, knowledge, and performance to facilitate the rehabilitation of patients.

Psychiatric Technicians work to maintain order and supervise the conduct of patients, to protect and maintain the safety of persons and property; to provide a basic level of general behavioral psychiatric nursing care to patients who are mentally disordered offenders; and to participate in the overall psychiatric treatment program.

| % OF TIME PERFORMING DUTIES | INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.) |
|-----------------------------|--|
| 40% | <p><u>ESSENTIAL FUNCTIONS</u></p> <p><u>PROVISION OF CARE</u></p> <ul style="list-style-type: none"> Provides a basic level of general psychiatric nursing care to mentally ill and emotionally disturbed patients commensurate with age individuals served. Supervises patient activities, including unit routines and specific group activities, as outlined in the Treatment Plan. Provides, structures, and maintains a therapeutic milieu in collaboration with the individuals and other staff. Uses therapeutic interventions and modalities to assist patients to regain or improve their adaptive skills and decrease maladaptive behavior. Facilitates Special Treatment Mall activities. Applies mental health concepts in establishing effective therapeutic relationships with patients. Encourages and assists individuals to develop self-reliance in activities of daily living. Receives visitors and encourages their interest in the patient's welfare. Escorts individuals to intra-hospital and to outside community services. |

- Is knowledgeable of patients' rights, the potential for patient abuse, either overtly or covertly, is alert for employee patient interactions and promptly reports any adverse or suspected behavior.
- Is able to communicate with employees, visitors, families, and outside community representatives with compassion, support, and respect.
- Participates in unit safety and security inspections.

PROVISION OF EMERGENCY CARE

- Is knowledgeable of unit and hospital emergency-care equipment and techniques.
- Takes appropriate action in emergency situations.
- Demonstrates and exercises skills in identification and responding to crisis management of behavior to protect people and property.
- Responds to all emergency alarms in the assigned response area.
- Knows the employee's role in the hospital's and the unit's disaster plan.
- Utilize skills in crisis intervention, including recognizing, management and redirecting dangerous symptoms in the protection of people and property.

30%

MEDICATION/TREATMENT

- Within the scope of licensure and certification, performs nursing procedures such as administering medications and treatments, including oral medications, hypodermic injections, blood glucose monitoring (finger sticks), catheterization, enemas, G-Tube feeding, oxygen administration, suction and taking & charting vital signs
- Observe for side effects and adverse reactions of medications administered.
- Document observations and initiates appropriate notifications.

OBSERVING/ RECORDING

- Observes and records signs, symptoms, behavior, and individual response to medications and nursing care per policies and procedures.
- Records as part of the individual's permanent record, progress notes summarizing the physical and mental health status and progress or lack of progress in the attainment of the Treatment Plan objectives.
- Reports significant changes in the physical and/ or mental health status of the individual to the Shift Lead, Registered Nurse, or other appropriate staff.
- Observes safety and security measures and initiates/assist in security functions

25%

INDIVIDUAL TREATMENT PLANNING ACTIVITIES

- Collaborates with members of the treatment team in the development and implementation of treatment interventions.
- Complies with the Treatment Plan interventions to assist the patient regain or improve adaptive skills and behaviors.
- Provides the registered nurse with information pertinent to patient's response to the treatment interventions.
- Participates with other clinicians as a part of the treatment team, to provide the treatment for the patient.

CONTINUOUS PERFORMANCE IMPROVEMENT

- Participates in quality assessments of Treatment Plan interventions for the bio-psychological, environmental, self-care, and educational needs.
- Provides information to authorized individuals or committees as assigned.

MARGINAL FUNCTIONS

Monitor patient's laundry on units.
Unit clean-up after hours

5%

All other duties and special projects as assigned consistent with this classification.

Other
Information

SUPERVISION RECEIVED

The Psychiatric Technician works under the supervision of a designated shift Supervisor, the clinical supervision of the Registered Nurse, and the general Supervision of a Unit Supervisor or Supervising Registered Nurse.

SUPERVISION EXERCISED

The Shift Lead may delegate and/ or assign the Psychiatric Technician to supervise unlicensed personnel, such as Hospital Workers, Psychiatric Technician Assistant and Student Assistants in the direct delivery of services to patients.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Security procedures public and property protection policies; fundamentals of nursing care; general behavioral and psychiatric procedures; individual behavior and mental health principles and techniques involved in the care and treatment of individual or groups of mentally disordered individuals; current first aid methods; medical terminology; **pharmacology; cardiopulmonary resuscitation; management of assaultive behavior techniques**; hospital procedures.

ABILITY TO:

Learn and apply sound judgement for situations including the protection of persons and property; apply basic nursing knowledge, skills and attitudes; establish effective therapeutic relationships with mentally disordered individuals; recognize symptoms requiring medical or psychiatric attention; think and act quickly in emergencies; work with a treatment team to provide occupational, recreational, vocational, and educational Wellness and Recovery Plan programs for individuals; follow directions; **keep appropriate records**; develop clear and concise reports of incidents; analyze situations accurately and take effective action.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Medication administration including diabetic monitoring and testing
- Knowledge of HIPPA standards for patient privacy.
- Consistently encourages questions about medication from individuals while passing medication.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Basic Computer Skills
- Medical Equipment Usage

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- **Possess and maintain a valid license to practice as a Psychiatric Technician issued by the California board of Vocational Nurse and Psychiatric Technicians.**

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date